

## *Instructions to the Traveler*

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### Hepatitis C: Current Guidelines on Treatment

*TRACE Project No.* 01.HCVC.A

*Location* Hilton San Francisco & Towers  
333 O'Farrell Street  
San Francisco, CA 94102-2116  
*Phone:* (415) 771-1400  
*FAX:* (415) 771-6807

*Registration Hours* Wednesday, September 19, 2001 from 5:00 p.m. – 8:00 p.m.  
LOCATION: Grand Ballroom Salon A Foyer – Building 2  
Late Registration: Thursday, September 20, 2001 from 7:30 a.m. – 8:00 a.m.

*Training Begins* Thursday, September 20, 2001 at 8:00 a.m.

*Training Ends* Friday, September 21, 2001 at 12:30 pm

*Travel Information*

1. Your travel clerk will need to prepare your travel authority (SF3036).
2. Obtain your travel authority (SF3036) and advance of funds.
3. Obtain a traveler's itinerary worksheet from your travel clerk.
4. Please ***do not*** schedule your return flight home less than two hours following the conclusion of the conference.

*Funding* Your facility is responsible for funding your attendance at this conference.  
Please contact your travel clerk.

*Logistical  
Questions* Bob DeGunia  
Program Support Assistant  
Employee Education System  
St. Louis, MO  
(314) 894-6543

*Lodging* A block of sleeping rooms have been set aside for the Department of Veterans Affairs at the Hilton San Francisco to arrive on Wednesday, September 19, and depart on Friday, September 21, 2001.

**Please call the hotel at (415) 771-1400 to make and guarantee your reservation BY FRIDAY, August 17, 2001.** Reservations received after the cutoff date will be accepted upon availability. When calling the hotel, please identify yourself as being with the “**Department of Veterans Affairs-Hepatitis C**” to receive the group rate. In order to secure your reservation, a major credit card number or one night’s deposit is required. All credit cards used to prepay will be **charged immediately**. If you need to cancel your reservation, please do so prior to 72 hours of arrival date, otherwise your credit card will be charged one night lodging plus tax. Single room rate is \$159.00 (San Francisco County), plus 14.5% sales tax. In order to waive the sales tax, please present the attached exempt form at check-in. However, under new federal travel regulations, taxes paid on lodging have now been removed from the lodging rate and are reimbursable as a miscellaneous expense when you file your travel claim. An additional energy surcharge of \$3 is being charged for each night. This charge is reimbursable as a miscellaneous expense on your travel voucher. The hotel check-in time is 2:00 p.m. and checkout time is 12 noon. You may choose to bring a sweater or jacket since the meeting rooms are cold at times. Dress will be business casual.

*Parking* Self-parking and valet parking is available at approximately \$30 a day with in/out privileges.

*Ground Transportation* Transportation from/to the Airport can be obtained by Super Shuttle at approximately \$12 one way. This service is located at the baggage claim area and stops at other hotels. For return back to the airport, please schedule your departure time 24 hours in advance with the transportation desk located at the hotel. A cab cost approximately \$35 one way.

*Hotel Information* The hotel offers several eating options. The Café is an open air restaurant serving breakfast, lunch and dinner located in building 3, lobby level; The Mason Street Deli is a quick meal or take-out for breakfast and lunch located on the lobby level of Building 3; Cityscape serving dinner nightly and a breathtaking view of San Francisco located in building 1, 46<sup>th</sup> floor; Lobby Bar featuring light meals; Intermezzo featuring pastas, pizzas, salads, tarts and coffees located near the lobby bar and Kiku of Tokyo featuring Japanese cuisine located in building 3, lobby level.

The cable car line and Bart are located two blocks from the hotel at Union Square. In addition, the Hilton is surrounded by the city’s finest shops, theaters and restaurants.